

**CLASS TITLE: CHIEF RATE SETTING ANALYST**

**Class Code: 02698500**  
**Pay Grade: 35A**  
**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, supervise and review the work of a professional staff engaged in rate setting procedures including cost studies, research analyses and field audits of skilled nursing and intermediate care facilities; to be responsible for the development, modification and administration of a reimbursement formula to be used as the standard in rate setting determinations; to be responsible for determining rates of payment for service; delivered in accordance with principles of reimbursement or funding principles; to conduct rate appeal hearings and exit audit conferences as required; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgement; work is subject to review for conformance to federal and state rules and regulations.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of a subordinate professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, supervise and review the work of a professional staff engaged in rate setting procedures including costs studies, research analyses and field audits of skilled nursing and intermediate care facilities; to be responsible for the development, modification and administration of a reimbursement formula, principles of reimbursement, to be used as the standard in rate setting determinations; to determine proper rates of reimbursement in conformance with state and federal regulations to such facilities on behalf of recipients covered under the Medical Assistance Program.

To be responsible for training professional staff in understanding Federal Medicare, Title XVIII and Medicaid, Title XIX reimbursement procedures and policies; to be responsible for developing and implementing desk audit and field audit procedures to ensure the fiscal integrity of the Rhode Island Medical Assistance Program.

To be responsible for conducting Exit Audit Conferences with administrators, certified public accountants and attorneys to explain adjustments made to fiscal reports in order to conform to the principles of reimbursement; to act as Appeal Hearing Officer in Rate Appeal Hearings thus reducing the number of requests for Administrative Hearings in accordance with the provisions of the State Administrative Procedures Act.

To review and evaluate all field audit reports to determine which providers should be referred to the Attorney General's Medicaid Fraud Unit for possible prosecution; to testify on behalf of the State of Rhode Island at administrative hearings, federal/state grand jury and courts regarding field audit findings and the propriety of entries and/or practices that impact on the Medical Assistance Program.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the functions and operations of skilled nursing and intermediate care facilities, including administrative and management functions, medical and nursing staff requirements, and operational costs; a thorough knowledge of the laws, rules and regulations of the Title XIX Medical Assistance Program governing per diem rates paid to providers of care; a thorough knowledge and ability in applying the principles of reimbursement to

determine allowable and non-allowable elements of costs; a working knowledge of the principles and practices of accounting and auditing and the ability to apply such knowledge in verifying the computations of costs of operations as submitted by providers of care; the ability to design cost analyses and comparative cost studies; the ability to conduct exit audit conferences and appeal hearings with administrators, certified public accountants and attorneys; the ability and skill required to present testimony under examination and cross examination before grand juries and the courts; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college or university of recognized standing with specialization in business administration including or supplemented by courses in accounting; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory position involving the application of principles of reimbursement for hospital, nursing home or other medical facility service.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 4, 1981

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